



# EOC Logistics Training

*Action Request Forms*

Instructor: Chris Utzinger



# Action Request Form





# Objectives

- Explain the need and use of Action Request Forms (ARFs)
- Describe the ARF process from initiation to fulfillment
- Complete an ARF form



# Intergovernmental Support

- Last choice for fulfilling resource needs – most time consuming process and possibly most costly
- Mutual Aid provided via:
  - Emergency Management Assistance Compact (EMAC)
  - Pacific Northwest Emergency Management Arrangement (PNEMA)
- Note that although FEMA facilitates Federal resources, they may not own them



# Federal Assistance - FEMA

- Regional Response Coordination Center (RRCC) vs. Joint Field Office (JFO)
  - RRCC is geographically separated from State EOC
  - Federal & State partners are co-located in JFO
- FEMA Representative in State EOC assists with processing requests through RRCC





# Federal Assistance Sources

- Federal resources may come from any number of Federal agencies:
  - Law enforcement support through Department of Justice
  - Transportation assets through Department of Transportation
  - Medical supplies through Department of Health and Human Services
  - Military Support to Civil Authorities (MSCA) from Department of Defense
  - Disaster supplies from FEMA
- It takes time to determine whether support will be provided, who will provide it, what specific assets will be mobilized, and transport them to point of need



# ARF Form Preparation

- Remember, the same detail of information we need from local jurisdictions must be included on the ARF:
  - Who is requesting and contact info (this will be Log Section Staff)
  - What is needed (nomenclature, NIMS type)
  - What quantity is needed
  - What support is needed (operator, peripheral equipment)
  - Where is it needed (be specific – address or coordinates)
  - When is it needed (requested delivery date/time and length of need)
  - Who is on site and what is their contact info
- Request # is incident number and mission tracker number
- Priority is determined by Logistics Section Chief
- Disaster Manager signs approval and form is submitted through the FEMA Liaison in the State EOC



# ARF Form Preparation

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**ACTION REQUEST FORM (ARF)**

See Reverse for Paperwork Disclosure Notice O.M.B. No. 1660-0047 Expires March 31, 2014

<b>I. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
1. Requestor's Name (Please print)		2. Title	
3. Phone No.		4. Requestor's Organization	
5. Fax No.		6. E-Mail Address	
<b>II. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
1. Description of Requested Assistance:			
2. Quantity		3. Priority <input type="checkbox"/> Lifesaving <input type="checkbox"/> Life Sustaining <input type="checkbox"/> Normal <input type="checkbox"/> High	
4. Date and Time Needed		5. Delivery Site Location	
6. Site Point of Contact (POC)		7. 24 Hour Phone No.	
8. Fax No.		9. State Approving Official Signature	
10. Date and Time			
<b>III. SOURCING THE REQUEST - REVIEW/COORDINATION (Operations Section Only)</b>			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> LOG Review by: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____		2. Source: <input type="checkbox"/> Donations <input type="checkbox"/> Other (Explain) _____ <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Assignment	
3. Assigned to: _____ ESF/OFA: _____ Other: _____ Date/Time: _____		4. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>IV. STATEMENT OF WORK (Operations Section Only)</b>			
1. OFA Action Officer		2. 24 Hour Phone No.	
3. Fax No.		4. FEMA Project Manager	
5. 24 Hour Phone No.		6. Fax No.	
7. Statement of Work		<input type="checkbox"/> See Attached	
8. Estimated Completion Date		9. Estimated Cost	
<b>V. ACTION TAKEN (Operations Section Only)</b>			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Requestor Notified			
Reason / Disposition			
<b>TRACKING INFORMATION (FEMA Use Only)</b>			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization)	State	Date/Time Received	

FEMA Form 010-0-7, (3/2011)

PREVIOUSLY FF 90-136

The form is found on the N: drive under EOC Logistics Section -> Forms -> Federal Assistance.

The sections I and II are completed by state Logistics Section staff.

Begin the Description with the WebEOC Tracking Number.

Route the ARF for approval.

State Approving Official Signature is the Disaster Manager.

Enter ARF submission in Mission Tracker and attach the signed ARF.





# Tracking ARF Requests

- As with all emergency activities, communication is key
- Follow up with FEMA Liaison or RRCC Logistics for information on submitted requests
- Don't drop the ball with the original requestor – let them know what's going on via updated WebEOC Mission Tracker status entry or phone call



# Tracking Federal Assets

- Tracking Federal assets is tricky at state level
- Use is governed by the RRCC or other Federal IC – not 100% under state control in most cases
- Tracking can be accomplished in two ways:
  - Coordinate tracking with FEMA Liaison, Federal IC or RRCC logistics for status, and
  - confirm status with local contacts on site



# Support to Federal Assets

- Reinforce the need to provide what's necessary to complete the mission to all requestors of Federal assets
- Be aware of mission parameters and timeframe requirements
- Document all activities, especially if damage or injury occur



# QUESTIONS?

*Action Request Forms*